

# Student Service Secretary, Deans -O'Plaine



## **JOB SUMMARY:**

The Deans' Student Service Secretary provides comprehensive, high-level administrative and operational support to two Campus Deans. This role serves as a primary point of contact for the Deans' Office, managing day-to-day student services, maintaining strict confidentiality of student records, and ensuring efficient office operations. The position acts as a critical communication hub, collaborating closely with students, families, faculty, security, law enforcement, and district departments to foster a safe, organized, and supportive school environment.

## **ESSENTIAL JOB FUNCTIONS:**

### Clerical Support for Deans

- Provide support for two (2) Deans with maintenance of records, attendance updates, calendar management and screening phone calls
- Monitor emails and phone calls for immediate teacher needs
- Prepare and mail suspension and expulsion documents within prescribed guidelines
- Assist with scheduling re-entry meetings with parents
- Compile discipline reports as needed and communicate with administration
- Maintain confidential physical and computer records of students including; detention slips, SSD forms, social probation, no trespass letters, suspension/expulsion letters and incident reports
- Create, monitor and assist with detention lists
- Communicate detention reminders with students and detention completions to Deans and teachers
- Print Deans' office referral passes and distribute them to the appropriate Dean
- Collect, lock up, and monitor students phones as directed by the Deans
- Manage automated tardy detentions

### Assist Students

- Check students into Dean's office
- Supervise students waiting in Dean's area
- Assist students with specific needs such as dance forms, locker issues, detention locations and appointments with Deans

### Assist Security and Police Liaison

- Point of contact for student emergencies
- Communicate with necessary parties during safety drills

#### Assist Attendance Specialist

- Coordinate detentions, Saturday School Detentions and Suspensions with Attendance Specialist and Transitional Dean

#### Parking

- Distribute parking passes to students and staff members
- Work with security to enforce parking expectations

#### Additional Duties

- Communicate effectively with faculty, parents, students and administration
- Coordinate with CYN representative to schedule weekly student meetings
- Coordinate annual order of printed materials such as parking passes, Student Services passes and other Dean's office forms with the other campus
- Manage Lost and Found
- Assist with beginning of school registration as needed
- Perform all other duties as assigned

#### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent.
- Proficient in Microsoft Office and Google Workspace.

#### **PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

#### **TERMS OF EMPLOYMENT:**

- 10 months
- Level B \$23.57/hr; 13 sick days; 3 personal days; Medical, Dental, Vision and Life Insurance Benefits

#### **WARREN TOWNSHIP HIGH SCHOOL IS AN EQUAL-OPPORTUNITY EMPLOYER**

*Per Board Policy 5:10, the District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic*

*information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.*

Updated 5/27/2026